Frontline Services

Application for graduation

Registrar Office
**Application for graduation**

**Schedule of Availability of Service**
Monday to Friday  
8:00am – 5:00pm

**Who may avail of the Service:**  
Graduating Students of ISU

**What are the requirements:**  
Application for evaluation

**Duration:**  
One (1) minute for submission of application only

**How to avail of the Service:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Office Activity</th>
<th>Duration of Activity</th>
<th>Person In-Charge</th>
</tr>
</thead>
</table>
| 1    | Submit duly accomplished application form for graduation | Receive application form for graduation for evaluation and deliberation | 1 minute | • Ambrocia Gaffud  
• Mylene Manuzon  
• Albino Gandia  
• Wilma Panganiban  
• Caroline Ruiz  
• Jonathan Donato  
• Rowena Aquino |
| 2    | Submit the final list of candidate for graduation to the Dean’s Office to be deliberated on a scheduled date | | 1 week before the scheduled college council meeting | • Ambrocia Gaffud  
• Mylene Manuzon  
• Albino Gandia  
• Wilma Panganiban  
• Caroline Ruiz  
• Jonathan Donato  
• Rowena Aquino |

**End of Transaction (REGISTRAR)**